

PANDUAN PENGGUNA



1.0 PSP USER REGISTRATION

1. Go to <http://www.gov.my>
2. Click 'Register'
3. Select Registration Type – Click 'Malaysian Citizen'
4. Click 'Next'
5. PSP User Registration Form will appear
 - * *Please ensure you have entered a valid myKad, name as per myKad and valid email address*
6. Click 'Submit'
7. Upon successful authentication, an activation email will be send to the email address as per entered during the registration
 - * *myGovernment will authenticate your identify with JPN*
8. Open your email and click at the link given to activate your account
 - * *Please read the confirmation message upon the account activation and terms at myGovernment Portal*
9. Account has been activated
 - * *User ID and password entered during registration can be used to login into myGovernment Portal*

2.0 SSM SUBSCRIBER REGISTRATION

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
6. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – SSM Subscriber Registration'
11. The screen will show Important Note to the user
** Please read before proceed*
12. Click 'OK' button
13. The SSM – SSM Subscriber Registration page will appear at the screen
** Please read the "information for applicants" given in the page*
14. Scroll down the page.
15. Please tick Type of Subscription either ROB or ROC or both
16. Click 'Open Form'
17. The screen will show all the personal data that had been submitted before during registration with the PSP (Public Service Portal)
18. Please check and ensure that all the information is Correct.
** Any changes in the information must be done by updating the PSP User Profile*

19. Click 'Finish' button
20. Click 'OK' on the message "Data has been saved"
** Please read and agreed the Terms and Condition set by SSM before submitting the application.*
21. Click 'Submit' button

Payment

22. Payment information screen will appear
23. Please select the Payment Method (e.g.: Credit card)
** Payment can be made via Prepaid, Credit Card or Direct Debit*
24. Click 'Pay' button
25. Key-in the credit card detail and click 'Pay' button
26. The system will generate a receipt for the payment made and the screen will show the Expiry Date of the Subscription
27. Click 'Print' button to print the receipt for your reference
** Please keep a copy of the receipt for reference. The receipt cannot be reprinted.*

Note :

*Subscription Fee for Business Services is RM 5.00 annually
Subscription Fee for Companies Services is RM120.00 annually*

Status of Application

28. User can check the status of the submission by clicking 'MyHome' at <http://www.gov.my>
29. Click 'My Online Transactions'

3.0 SSM - REQUEST FOR AVAILABILITY OF NAME (ROC)

SSM e-Lodgement Services - ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
6. Click 'Online Services' at Service Type.
7. Type in SSM as a Keyword.
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen.
10. Click 'SSM – Request For Availability of Name (ROC)'.
11. The screen will show Important Note to the user
** Please read before proceed*
12. Click 'OK' button.
13. The SSM – Request For Name Availability (ROC) page will appear.
** Please read the "information for applicants" given in the page*
14. Scroll down the page

Step 1 – Form 13A

15. Click 'Open Form'
16. The form of SSM – Request For Name Availability (ROC) will appear.
17. Please fill in all the details required.
** Column with * symbol is a mandatory field*

Important Notes :

For Section C please ensure the tips below being followed

18. For item 1, 2 & 3 please leave it blank if it doesn't related.
19. For item 3: A copy of IC of the director must be attached upon submission
20. For item 4 and 5 (if "Yes"): A copy of consent letter must be attached upon submission.
21. Fill up the information of lodger and click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
22. Click 'OK' on the dialogue box "Data has been saved"
23. Click 'Submit' button but when the application need to attach a consent letter, the applicant must proceed with "Step 2"

Step 2 – Upload Document

24. Click 'Upload Document' button for Attachmen - Account
25. Click 'Direct Upload' button
26. At Document Type box select 'CONSENT LETTER/IC OF THE DIRECTOR'
27. Click 'Attach' button
28. Click 'OK' on the dialogue box "Attach document?"
29. Message "Document has been successfully attached" will appear
30. Click 'Back' button
31. Click 'Finish' button.
32. Click 'Submit'.

Note :

Document need to be attach:

Consent letter and/or

IC of the Director (when item no 3 in Section C involved)

The size must not exceed 1MB and resolution must not exceed 200 dpi.

Payment

33. Payment Information screen will appear
34. Select the Payment Method (e.g.: Prepaid)
** Payment can be made via Prepaid, Credit Card or Direct Debit*
35. Click 'Pay' button
36. The system will generate a receipt for the payment made
37. Click 'Print' button to print the receipt for your reference
** Please keep a copy of the receipt for reference. The receipt cannot be reprinted.*

Status of Application

38. The Result Letter will be sent via e-mail to the Lodger
39. The user can also check the status of the submission through 'MyHome' at <http://www.gov.my>
40. Click 'My Online Transactions'.
41. A list of transaction done will appeared together with the status.

4.0 SSM - APPLICATION FOR INCORPORATION OF LOCAL COMPANY (ROC)

SSM e-Lodgement Services - ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
6. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Application for Incorporation of Local Company (ROC)'
11. The screen will show Important Note to the user
** Please read before proceed.*
12. Click 'OK' button
13. The SSM – Application For Incorporation of Local Company (ROC) page will appear
** Please read the "information for applicants" given in the page*
14. Scroll down the page

Step 1 – Form 6

15. Click 'Open Form 6 (New Form)'
16. The screen will show Form 6 – Declaration of Compliance
17. Key in the approval number as stated in the Name Search Approval Letter and click '*Verify Approval No' button
18. The name of the company will be displayed
19. Proceed to key-in all the information in the blank fields
** Column with * symbol is a mandatory field*
20. Fill up the information of lodger and click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*

Note: Please repeat steps 15-20, if there is more than one company secretary.

Step 2 – Form 48A

21. Click '1'
22. The data will be auto populated from Form 6
** Please check the details*
23. For item 4 &5: Please tick the relevant box
24. Fill up the information of lodger and click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
25. Click 'OK' on the dialogue box "Data has been saved"
26. Click '2' and repeat the steps 22 to 25 for the subsequent Form 48A

Step 3

27. Click 'Subscriber Details (M&A)'
28. Key-in all the details required
 - * *Column with * symbol is a mandatory field*
29. Click 'Finish' button
 - * *If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
30. Click 'OK' on the dialogue box "Data has been saved"
31. Repeat steps 27 to 30 for the subsequent subscriber details

Step 4

32. Click 'Upload Document' button for attachment Memorandum & Article
33. Click 'Direct Upload' button
34. At Document Type box select 'M & A Duly Stamped'
35. Fill in the number of pages at the Total page(s) box
36. Click 'Browse' button and select the file
 - * *Supporting documents scanned as an attachment will only be accepted in TIF format and the document capacity should not exceed 3MB.*
37. Click 'Attach' button
38. Click 'OK' on the dialogue box "Attach document?"
39. Message "Document has been successfully attached" will appear
40. Click 'Back' button
41. Click 'Finish' button
42. Click 'Submit' button
43. Click 'OK' on the dialogue box

Payment

44. Payment information screen will appear
45. Please select the Payment Method (e.g. credit card)
 - * *Payment can be made via Prepaid, Credit Card or Direct Debit*
46. Click 'Pay' button
47. Key-in the credit card detail and click 'Pay' button
48. The system will generate a receipt for the payment made
49. Click 'Print' button to print the receipt for your reference
 - * *Please keep a copy of the receipt for reference. The receipt cannot be reprinted.*

Status of Application

50. The certificate (Form 9) will be sent via e-mail to the Lodger
51. The user can also check the status of the submission through 'MyHome' at <http://www.gov.my>
52. Click 'My Online Transactions'
53. A list of transaction done will appeared together with the status.

5.0 SSM - FIRST SUBMISSION AFTER INCORPORATION (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
6. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – First Submission After Incorporation (ROC)'
11. The screen will show Important Note to the user
** Please read before proceed*
12. Click 'OK' button
13. The SSM – First Submission After Incorporation (ROC) page will appear
** Please read the "information for applicants" given in the page*
14. Scroll down the page

Note :

This application allows a maximum of 15 particulars of shareholders. Applicant is required to go to SSM counter if more submission needed

Step 1 – Form 24

15. Click 'Open Form 24'
16. The screen will show Form 24 – Return of Allotment of Shares. Please fill in all the details required.
** Column with * symbol is a mandatory field*
17. Key in the company no. e.g. 739679-W and click 'Verify Company No.' button
18. The company's name and the allotment date which is the incorporation date will be displayed automatically
19. Key in number of shares allotted and relevant particulars
20. Click 'Next'
21. The shareholders particulars screen will appear. Fill in the particulars required.
** Column with * symbol is a mandatory field*
22. Click 'Next'
23. 'Certificate to be given by all Companies' screen will appear. Fill in the details required.
** Column with * symbol is a mandatory field*
24. Click 'Next'
25. Footnotes'screen will appear. Click 'Next'
26. Fill up the information of lodger. Click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
27. Click 'OK' on the dialogue box "Data has been saved"

Step 2 – Form 44

28. Click 'Open Form 44'
29. The screen will show Form 44 – Notice of Situation of Registered Office and Office Hours and Particulars of Changes. Fill in the detail required.
** Column with * symbol is a mandatory field*
30. Fill up the information of lodger and click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
31. Click 'OK' on the dialogue box "Data has been saved"

Step 3 – Form 49

32. Click 'Open Form 49'
33. The screen will show Form 49 – Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars. Fill in the details required.
** Column with * symbol is a mandatory field*
34. Click 'Next'
35. Fill in managers and secretary particulars. For secretary please key-in licence no. under the secretary name.
** Column with * symbol is a mandatory field*
36. Click 'Next'
37. Screen 'Footnotes' will appear. Click 'Next'
38. Fill up the information of lodger and click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
39. Click 'OK' on the dialogue box "Data has been saved"

40. Click 'Submit' button

** If the form is incomplete the submit button will not appear*

41. Click 'OK' on the dialogue box "Are you sure you want to submit this transaction?"

** If the submission is subject to the late lodgement, payment must be made upon submission*

Status of Application

42. User can check the status of the submission by clicking MyHome at <http://www.gov.my>
43. Click 'My Online Transactions'

6.0 SSM - APPLICATION FOR COMPANY SECRETARY'S LICENCE (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
6. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Application for Company Secretary's Licence (ROC)'
11. The screen will show Important Note to the user
** Kindly read before proceed*
12. Click 'OK' button
13. The SSM – Application for Company Secretary's Licence (ROC) page will appear at the screen
** Please read the information given*
14. Scroll down the page

Form 48B – Application For Company Secretary's Licence

15. Click 'Open Form'
16. The screen will show a blank form for the user to fill in
17. Please fill in all the detail required
** Column with * symbol is a mandatory field*
18. Please complete the Lodger Information
19. For item Section B, Section C & Section D:
A copy of Academic/Professional Qualification, Letter of Experience & Letter of Referee must be attached upon submission.
20. Please click the box at Section E
21. Click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
22. Click 'OK' on the message "Data has been saved"
23. The SSM – Application for Company Secretary's Licence (ROC) page will appear
** Please read the information*
24. Scroll down the page
25. Click 'Upload Document' button for attachment required document as in Section B, Section C & Section D
26. For Attach Supporting Document: Choose either Upload form eDocument or Direct Upload

Note :

Required documents :

1. A photograph of applicant (passport size)
2. Certificate of Qualification.
3. Relevent document/evidence relating to experience.
4. Letter from referee
5. An annexure of 'List of companies whereby applicant is appointed as a secretary's (optional)

All the document must be scanned in TIFF format with a maximum capacity of 1MB each. The resolution must not exceed 200 dpi.

27. Please select the Document Type (eg: A Photocopy of Certificate of Qualification) and click 'Attach' button
 - * *Column with * symbol is a mandatory field*
 - * *Each document can only be attach separately*
28. Click 'Finish' button
29. Click 'Submit' button

Payment

30. Payment screen will appeared for the transaction
31. Please select the **Payment Method** (eg: credit card)
 - * *Payment can be made via Prepaid, Credit Card or Direct Debit*
32. Click 'Pay' button
33. The system will generate a receipt for the payment made
34. Click Print button to print the receipt for your reference
 - * *Please keep a copy of the receipt as a reference.*
 - The receipt cannot be re-printed*

Status of Application

35. User can check the status of the submission by clicking MyHome at <http://www.gov.my>
36. Click 'My Online Transactions'

7.0 SSM - APPLICATION FOR RENEWAL OF COMPANY SECRETARY'S LICENCE (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
6. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Application For Renewal of Company Secretary's Licence (ROC)'
11. The screen will show Important Note to the user
** Kindly read before proceed*
12. Click 'OK' button
13. The 'SSM – Application For Renewal of Company Secretary's Licence (ROC)' page will appear at the screen
** Please read the information given*
14. Scroll down the page

Form 48C – Application For Renewal of Company Secretary's Licence

15. Click 'Open Form'
16. The screen will show a blank form for the user to fill in
17. Type in the licence number & Click *verify licence no
18. Please fill in all the detail required
** Column with * symbol is a mandatory field*
19. Please click the box at Section B
20. Please complete the Lodger Information and click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
21. Click 'OK' on the dialogue box "Data has been saved"
22. Click 'Submit'

Payment

23. Payment screen will appeared for the transaction
24. Please select the **Payment Method** (eg: credit card)
** Payment can be made via Prepaid, Credit Card or Direct Debit*
25. Click 'Pay' button
26. The system will generate a receipt for the payment made
27. Click Print button to print the receipt for your Reference
** Please keep a copy of the receipt as a reference. The receipt cannot be re-printed.*

Status of Application

28. User can check the status of the submission by clicking **MyHome** at <http://www.gov.my>
29. Click 'My Online Transactions'

8.0 SSM - APPLICATION FOR CHANGE OF COMPANY NAME (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
7. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Application For Change Of Company Name (ROC)'
11. The screen will show Important Note to the user
** Kindly read before proceed*
12. Click 'OK' button
13. The 'SSM – Application For Change Of Company Name (ROC)' page will appear at the screen
** Please read the information given*
14. Scroll down the page

Important Note:

Applicant is required to go to the counter if there is an annexure.

Step 1 – Form 11

15. Click 'Open Form'
16. The screen will show a blank form for the user to fill in
17. Type in the approval no and click 'verify approval no'
18. Please fill in all the detail required
** Column with * symbol is a mandatory field*
19. Please complete the Lodger Information
20. Click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
21. Click 'OK' on the dialogue box "Data has been saved"

Step 2 – Form 52

22. Click 'Open Form'
23. The screen will show a blank form for the user to fill in
24. Type in the approval no & Click *verify approval no
25. Please fill in all the detail required
** Column with * symbol is a mandatory field*
26. Please complete the Lodger Information and click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
27. Click 'OK' on the dialogue box "Data has been saved"
28. Click 'Submit'

Payment

29. Payment screen will appeared for the transaction
30. Please select the **Payment Method** (eg: credit card)
** Payment can be made via Prepaid, Credit Card or Direct Debit*
31. Click 'Pay' button
32. The system will generate a receipt for the payment made
33. Click Print button to print the receipt for your Reference
** Please keep a copy of the receipt as a reference. The receipt cannot be re-printed.*

Status of Application

34. User can check the status of the submission by clicking **MyHome** at <http://www.gov.my>
35. Click 'My Online Transactions'

9.0 SSM – NOTICE OF SITUATION OF REGISTERED OFFICE AND OFFICE HOURS AND PARTICULAR OF CHANGES (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
8. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Notice Of Situation Of Registered Office And Office Hours And Particulars Of Changes (ROC)'
11. The screen will show Important Note to the user
** Please read before proceed*
12. Click 'OK' button
13. The 'SSM – Notice Of Situation Of Registered Office And Office Hours And Particulars Of Changes (ROC)' page will appear at the screen
** Please read the information given*
14. Scroll down the page

Step 1

15. Click 'Open Form'
16. The screen will show a blank form for the user to fill in
17. Type in the complete company number (eg: 123456-A) and click 'verify approval no'
18. The company name will appear
19. Please fill in all the detail required
** Column with * symbol is a mandatory field*
20. Please complete the Lodger Information and click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
21. Click 'OK' on the dialogue box "Data has been saved"
22. Click 'Submit'

Note :

If the transaction involve with late lodgement fee, the payment screen will appeared.

Status of Application

23. User can check the status of the submission by clicking MyHome at <http://www.gov.my>
24. Click 'My Online Transactions'

10.0 SSM – NOTICE OF PLACE WHERE REGISTER OF MEMBERS AND INDEX KEPT, OR OF CHANGE IN THAT PLACE (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
9. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Notice Of Place Where Register Of Members And Index Kept, Or Of Change In That Place (ROC)'
11. The screen will show Important Note to the user
** Kindly read before proceed*
12. Click 'OK' button
13. The 'SSM – Notice Of Place Where Register Of Members And Index Kept, Or Of Change In That Place (ROC)' page will appear at the screen
** Please read the information given*
14. Scroll down the page

Step 1

15. Click 'Open Form'
16. The screen will show a blank form for the user to fill in
17. Type in the complete company number (eg: 123456-A) and click 'verify approval no'
18. The company name will appear.
19. Please fill in all the detail required
** Column with * symbol is a mandatory field*
20. Please complete the Lodger Information and click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
21. Click 'OK' on the dialogue box "Data has been saved"
22. Click 'Submit'

Note :

If the transaction involve with late lodgement fee, the payment screen will appeared.

Status of Application

23. User can check the status of the submission by clicking MyHome at <http://www.gov.my>
24. Click 'My Online Transactions'

11.0 SSM – RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGES OF PARTICULARS (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
10. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Notice Of Place Where Register Of Members And Index Kept, Or Of Change In That Place (ROC)'
11. The screen will show Important Note to the user
** Please read before proceed*
12. Click 'OK' button
13. The 'SSM – Notice Of Place Where Register Of Members And Index Kept, Or Of Change In That Place (ROC)' page will appear at the screen
** Please read the information given*
14. Scroll down the page

Step 1 – Form 49

15. Click 'Open Form'
16. The screen will show a blank form for the user to fill in
17. Type in the complete company number (eg : 123456-A) & Click *verify company no
18. The company name will appear.
19. Please fill in all the detail required – Director particulars.
** Column with * symbol is a mandatory field*
20. Once Completed, Click 'Next'
21. Please fill in all the detail required – Manager & Secretary Particulars.
22. Once Completed, Click 'Next'
23. Footnote's page will appear. Click 'Next'.
19. Please complete the Lodger Information and click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
21. Click 'OK' on the dialogue box "Data has been saved"
22. For changes that does not involve with any attachment or Form 48A, the user can proceed with the 'Submit' button.

Step 2 – Form 48A
For Appointment of Director /Alternate Director

23. Click Open Form 48A.
24. The screen will show a blank form for the user to fill in
25. Please fill in all the detail required
** Column with * symbol is a mandatory field*
26. Please complete the Lodger Information and click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*

Note:
Please repeat the same process when more than 1 Form 48A involve.

Step 3 – Upload Supporting Document

27. Click 'Upload Document' for attachment of Resolution.
28. Click 'Direct Upload' button
29. At Document Type box select 'Extract of Resolution for Appointment/Removal of Director/ Secretaries/ Managers'
30. Fill in the number of pages at the Total page(s) box
31. Click 'Browse' button and select the file
** Supporting documents scanned as an attachment will only be accepted in TIF format and the document capacity should not exceed 1MB.*
32. Click 'Attach' button
33. Click 'OK' on the dialogue box "Attach document?"
34. Message "Document has been successfully attached" will appear
35. Click 'Back' button

36. Click 'Finish' button
37. Click 'Submit' button

Note:
For transaction involving the Late Lodgement Fee, the payment screen will appear.

Status of Application

38. User can check the status of the submission by clicking MyHome at <http://www.gov.my>
39. Click 'My Online Transactions'

12.00 SSM – RETURN OF ALLOTMENT OF SHARES (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
11. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Return Of Allotment Of Shares (ROC)'
11. The screen will show Important Note to the user
** Kindly read before proceed*
12. Click 'OK' button
13. The 'SSM – Return Of Allotment Of Shares (ROC) page will appear at the screen
** Please read the information given*
14. Scroll down the page

Note :

This application allows a maximum of 15 input rows of Particulars Of Allottees. Applicants is required to go to SSM counter if it requires more input.

Step 1 – Form 24

15. Click 'Open Form 24'
16. The screen will show Form 24 – Return of Allotment of Shares. Please fill in all the details required.
** Column with * symbol is a mandatory field*
17. Key in the company no. e.g. 739679-W and click 'Verify Company No.' button
18. The company's name will appear
19. Key in number of shares allotted and relevant particulars
20. Click 'Next'
21. The shareholders particulars screen will appear. Fill in the particulars required.
** Column with * symbol is a mandatory field*
22. Click 'Next'
23. 'Certificate to be given by all Companies' screen will appear. Fill in the details required.
** Column with * symbol is a mandatory field*
24. Click 'Next'
25. Footnotes'screen will appear. Click 'Next'
26. Fill up the information of lodger. Click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
27. Click 'OK' on the dialogue box "Data has been saved"
28. Click 'Submit'.

Note :

If the transaction involve with late lodgement fee, the payment screen will appeared.

Status of Application

- 29. User can check the status of the submission by clicking MyHome at <http://www.gov.my>
- 30. Click 'My Online Transactions'

13.00 SSM – ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL WITH ACCOUNTS (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
12. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Annual Return of a Company Having Share Capital with Account (ROC)'
11. The screen will show Important Note to the user
** Please read before proceed*
12. Click 'OK' button
13. The 'SSM – Annual Return of a Company Having Share Capital with Account (ROC)' page will appear at the screen
** Please read the information given*
14. Scroll down the page

Note :

This application allows a maximum of 20 submission for Director's Information and 21 submissions for Share Holders Information only. Applicant is required to go to SSM counter if it requires more submission.

Step 1 – Form 559

15. Click 'Open Form 559'
16. The screen will show Form Of Annual Return Of A Company Having A Share Capital.
17. Key in the company no. e.g. 739679-W and click 'Verify Company No.' button
18. The company's name will appear
19. Please fill in all the details required.
** Column with * symbol is a mandatory field*
20. Click 'Next'
21. Please fill in all the details required.
** Column with * symbol is a mandatory field*
22. Click 'Next'
23. 'Certificate to be given by all Companies' screen will appear. Fill in the details required.
** Column with * symbol is a mandatory field*
24. Click 'Next'
25. Footnotes'screen will appear. Click 'Next'
26. Fill up the information of lodger. Click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
27. Click 'OK' on the dialogue box "Data has been saved"

Step 2 – Form Director Info (New Form)

28. Click 'Open Form Director Info' (New Form)
29. Particulars of Directors, Managers, Secretaries and Auditors page will be display.
30. Complete the particulars required.
** Column with * symbol is a mandatory field*
31. Click 'Finish'.
32. Click 'OK' on the dialogue box "Data has been saved"

Note :

Repeat Step 2 to enter the particulars of other director, manager, secretary & auditor. Please ensure all the particular being entered :

- i. Directors
- ii. Managers
- iii. Secretaries
- iv. Auditor.

Step 3 – Share Holder Info.

33. Click 'Open Form Share Holders Info (New Form).'
34. List of Share Holder Information page will be display.
35. Complete all the particular required.
**Column with * symbol is a mandatory field*
36. Click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
37. Click 'OK' on the dialogue box "Data has been saved"

Note :

Repeat Step 3 to enter the particulars of other Share Holder.

Step 4 – Form 557

38. Click 'Open Form 557'
39. ROC-557 : Balance Sheet Information page appear.
40. Type in the Date Of Financial Year End and Date Of Tabling
41. Type in Audit Firm No (eg:AF0008) and Click 'Verify Audit Firm No'
42. The name & address of the Audit Firm will appear at the on The screen.
43. Tick and untick for colum : ~Consolidated Account
~Account
~Unit
44. Fill in the rest of the particular required. Refer the sample Of account by Clicking '[Sample Of Balance Sheet and Profit & Loss Account](#)'.
45. Click 'Next'
46. Complete the Profit & Loss Information
47. Click 'Finish'

Step 5 – Open Form 56.

48. Click 'Open Form 56'
49. Complete all the particular required.
**Column with * symbol is a mandatory field*
50. Click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
51. Click 'OK' on the dialogue box "Data has been saved"

Step 6 – Upload Document

52. Click 'Upload Document' button for Attachmen - Account
53. Click 'Direct Upload' button
54. At Document Type box select 'Account'
55. Click 'Attach' button
56. Click 'OK' on the dialogue box "Attach document?"
57. Message "Document has been successfully attached" will appear
58. Click 'Back' button
59. Click 'Finish' button.
60. Click 'Submit'.

Note

Applicant is required to attach a signed of Financial Statement. The size must not exceed 3MB and resolution must not exceed 200 dpi

Payment

61. Payment information screen will appear
62. Please select the Payment Method (e.g. credit card)
** Payment can be made via Prepaid, Credit Card or Direct Debit*
63. Click 'Pay' button
64. Key-in the credit card detail and click 'Pay' button
65. The system will generate a receipt for the payment made
66. Click 'Print' button to print the receipt for your reference
** Please keep a copy of the receipt for reference. The receipt cannot be reprinted.*

67. Fill in the number of pages at the Total page(s) box

68. Click 'Browse' button and select the file

** Supporting documents scanned as an attachment will only be accepted in TIF format and the document capacity should not exceed 3MB.*

69. Click 'Finish' button

70. Click 'Submit' button

Status of Application

71. User can check the status of the submission by clicking 'MyHome' at <http://www.gov.my>

72. Click 'My Online Transactions'

14.00 SSM – ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL WITH EXEMPT PRIVATE CERTIFICATES (ROC)

SSM e-Lodgement Services – ROC

1. Go to <http://www.gov.my>
2. Click 'Login'
3. Key-in your User ID & Password
4. Click 'Login'
5. Click 'Online Services' at the E-TRANSACTION on the left panel of the screen
71. Click 'Online Services' at Service Type
7. Type in SSM as a Keyword
8. Click 'Search' button
9. The Result of Online Services that being offered will appear at the screen
10. Click 'SSM – Annual Return With Share Capital And Exempt Private Certificates (ROC)'
11. The screen will show Important Note to the user
** Kindly read before proceed*
12. Click 'OK' button
13. The 'SSM – Annual Return Of a Company Having a Share Capital with Exempt Private Certificate (ROC) page will appear at the screen
** Please read the information given*
14. Scroll down the page

Note :

This application allows a maximum of 20 submission for Director's Information and 21 submissions for Share Holders Information only. Applicant is required to go to SSM counter if it requires more submission.

Step 1 – Form 559

15. Click 'Open Form 559'
16. The screen will show Form Of Annual Return Of A Company Having A Share Capital.
17. Key in the company no. e.g. 739679-W and click 'Verify Company No.' button
18. The company's name will appear
19. Please fill in all the details required.
** Column with * symbol is a mandatory field*
20. Click 'Next'
21. Please fill in all the details required.
** Column with * symbol is a mandatory field*
22. Click 'Next'
23. 'Certificate to be given by all Companies' screen will appear. Fill in the details required.
** Column with * symbol is a mandatory field*
24. Click 'Next'
25. Footnotes'screen will appear. Click 'Next'
26. Fill up the information of lodger. Click 'Finish' button
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
27. Click 'OK' on the dialogue box "Data has been saved"

Step 2 – Form Director Info (New Form)

28. Click 'Open Form Director Info' (New Form)
29. Particulars of Directors, Managers, Secretaries and Auditors page will be display.
30. Complete the particulars required.
** Column with * symbol is a mandatory field*
31. Click 'Finish'.
32. Click 'OK' on the dialogue box "Data has been saved"

Note :

Repeat Step 2 to enter the particulars of other director, manager, secretary & auditor. Please ensure all the particular being entered :

- v. Directors
- vi. Managers
- vii. Secretaries
- viii. Auditor.

Step 3 – Share Holder Info.

33. Click 'Open Form Share Holders Info (New Form).
34. List of Share Holder Information page will be display.
35. Complete all the particular required.
**Column with * symbol is a mandatory field*
36. Click 'Finish'
** If the form is incomplete the message will appear at the top of the form. Follow the instruction to complete the form accordingly.*
37. Click 'OK' on the dialogue box "Data has been saved"

Note :

Repeat Step 3 to enter the particulars of other Share Holder.

Step 4 – Upload Document

38. Click 'Upload Document' button for Attachmen - Account
39. Click 'Direct Upload' button
40. At Document Type box select 'Exempt Private Certificate'
41. Fill in the number of pages at the Total page(s) box
42. Click 'Browse' button and select the file
** Supporting documents scanned as an attachment will only be accepted in TIF format and the document capacity should not exceed 1MB.*
43. Click 'Finish' button
44. Click 'Submit' button
45. Click 'Attach' button
46. Click 'OK' on the dialogue box "Attach document?"
47. Message "Document has been successfully attached" will appear
48. Click 'Back' button
49. Click 'Finish' button.
50. Click 'Submit'.

Note :

Supporting documents scanned as an attachment will only be accepted in TIF format and the document capacity should not exceed 1MB. The resolution must not exceed 200 dpi.

Payment

51. Payment information screen will appear
52. Please select the Payment Method (e.g. credit card)
** Payment can be made via Prepaid, Credit Card or Direct Debit*
53. Click 'Pay' button
54. Key-in the credit card detail and click 'Pay' button
55. The system will generate a receipt for the payment made
56. Click 'Print' button to print the receipt for your reference
** Please keep a copy of the receipt for reference. The receipt cannot be reprinted.*

Status of Application

57. User can check the status of the submission by clicking 'MyHome' at <http://www.gov.my>
58. Click 'My Online Transactions'